

SIGN PERMIT APPLICATION
CITY OF NEWPORT
169 SW Coast Hwy, Newport, OR 97365

Applicant's Name: _____

Mailing Address: _____ Phone: _____

E-mail: _____

If different than applicant:

Sign Owner's Name: _____

Mailing Address: _____ Phone: _____

E-mail: _____

If different than applicant:

Sign Company's Name: _____

Mailing Address: _____ Phone: _____

E-mail: _____

Tax Map #: _____ Lot #: _____

Property Location (Street Name & Number): _____

Total building frontage occupied by the establishment: _____ feet.

Inventory of all EXISTING and PROPOSED signs, including location, type, size, and height (above finished grade):

Type of PROPOSED sign(s):

- ☐ Wall sign ☐ Roof sign ☐ Projecting sign ☐ Free-standing ground sign
☐ Temporary sign on private property ☐ Temporary sign in public right-of-way*

(Any sign located in the public right-of-way requires that proof of liability insurance w/limits of at least \$500,000 be provided with the application)

Location of PROPOSED sign(s)

- ☐ Front ☐ Back ☐ Side

Construction Materials: _____

Will the PROPOSED sign(s) be illuminated? ☐ Yes ☐ No

If yes, what type of illumination? _____

UL Certification: _____

Applicant's Signature: _____ Date: _____

For Administrative Use Only

Application No.: _____ Submitted On: _____ Fee Paid: _____

Granted: _____ Denied: _____ Approved By: _____

(continued on reverse)

Building Sketch

(show building, property lines, and location of existing and proposed signs)

For temporary signs, provide a list of approximate locations of proposed signs & dates of display (*if signs are to be located in public right-of-way, also provide proof of liability insurance for your business or organization*):

PERMIT FEES:

1. For the erection, placement, replacement, reconstruction, or relocation of a sign, a fee of **\$122**. A supplemental fee of \$100 shall be charged for the initial permit for a mural sign that exceeds the maximum permissible size for a wall sign in the same location. (*Non-profit organizations are exempt from the requirement to pay the supplemental fee for a mural sign.*)
2. For the repair of an existing sign and/or its supporting structure, **no fee**.
3. For demolition or removal of an existing sign and/or its supporting structure, a fee of **\$10**.
4. For temporary signs placed in the right-of-way, a fee of **\$30** per sign for the first sign and **\$10** per sign for each additional sign. (*Non-profit organizations are exempt from the requirement to pay this fee.*)
5. For portable signs placed in the right-of-way adjacent to applicant's business, a fee of **\$30** per sign per application for the first sign and a fee of **\$10** per sign for each additional sign. Also, a fee for use of the right-of-way of **\$25** per month per sign with a maximum of **\$100** per calendar year shall be charged. (*Non-profit organizations are exempt from the requirement to pay either fee required by this section.*)

